

1 | Practice file

Working with words

1 Match 1–6 to a–f.

- 1 Our annual sales are d.
- 2 We're based ____
- 3 We make ____
- 4 We sell ____
- 5 We specialize ____
- 6 We provide ____

- a ... phone services.
- b ... in many different countries.
- c ... in phones for children under twelve.
- d ... €300 million.
- e ... mobile phones.
- f ... in the north of Italy.

2 Choose the correct word in *italics* to complete the text.

My company ¹*produces* / *products* specialized software for the film industry. Our ²*head* / *based* office is near San Francisco, but we also ³*specialize* / *operate* in Europe and the Far East where we have two ⁴*services* / *subsidiaries*. There are 450 ⁵*employs* / *employees* in the company. We ⁶*sell* / *sales* our ⁷*produce* / *goods* to companies like Dreamworks which ⁸*provide* / *make* animated movies. Our technology is very new, so we don't have many ⁹*competitors* / *companies*.

3 Complete the sentences using a suitable word from 2 in the correct form.

- 1 We have annual sales of \$25 million.
- 2 Not many _____ in the world have more than 100,000 employees.
- 3 Totalgaz is one of the _____ of Total Group.
- 4 We only sell these _____ in Europe and North America.
- 5 Where exactly is your company _____?
- 6 H&M _____ in good-quality clothes at low prices.
- 7 A lot of pizza restaurants _____ home delivery services.
- 8 The TATA Group _____ on all six continents.
- 9 We offer a wide range of consulting _____.
- 10 What exactly does your company _____?

Business communication

1 Rachel Steadman meets Gideon Lack at an international car show. Complete the conversation below with sentences a–j.

- a Nice to meet you too,
- b Can I introduce you to her?
- c And what do you do?
- d What's your name again?
- e What about you?
- f This is Rachel.
- g So why are you at an international car show?
- h Can I introduce myself?
- i Nice to meet you.
- j What does the company do?

Rachel Excuse me. Can I sit here?

Gideon Yes, of course.

Rachel Thanks very much. ¹ h I'm Rachel Steadman.

Gideon ² ____ I'm Gideon Lack.

Rachel ³ ____ Gideon. Where are you from?

Gideon I'm from Switzerland originally. But I live in the Czech Republic now. ⁴ ____? Where are you based?

Rachel In Toronto.

Gideon And who do you work for?

Rachel Bos. Perhaps you don't know it.

Gideon No, I don't. ⁵ ____

Rachel It's an advertising agency. I'm here with Honda. It's one of our clients. ⁶ ____

Gideon I'm a teacher of Greek literature.

Rachel That's unusual. ⁷ ____

Gideon I'm here with my wife. She works for BMW. Ah, there she is now. ⁸ ____

Rachel Yes, of course. That would be nice.

Gideon Sorry, ⁹ ____

Rachel Rachel. Rachel Steadman.

Gideon Ursula. ¹⁰ ____ She works for an advertising agency in Canada.

Present simple

Form

Positive: Add -s or -es after the verb with *he / she / it*.

I / you / we / they specialize in Latin American music.

He / She / It specializes in high-tech products.

Negative: Use the auxiliary *do / does + not + verb*.

It doesn't produce software.

We don't produce mobile phones.

Questions

1 Use *do* and *does*, but don't change the form of the main verb (no -s).

Does it have a subsidiary in China?

Do you have many competitors?

2 With question words (*who, what, where, how, etc.*), use *do* and *does* after the question word.

Where do you work?

What does he do?

3 To give a short answer to questions in the present simple, use the subject + *does / do* or *doesn't / don't*.

Do you work for a multinational company?

Yes, I do. / No, I don't.

Does your company operate in South America?

Yes, it does. / No, it doesn't.

Exceptions

1 The verb *be* is irregular.

I am

You / We / They are

He / She / It is

2 In questions with *be*, do not use *do* and *does*.

Is he Spanish?

Where are the subsidiaries?

3 In negative sentences with *be*, add *not* or *n't*.

I'm not from China.

They aren't in the company today.

Use

1 To talk about facts or things which are generally true.

The company provides insurance services.

2 To talk about regular actions.

We have sales meetings every month.

3 Do not use the present simple to talk about actions in progress at this moment. Use the present continuous for this (see page 105).

1 Complete the sentences with a verb from the list.

start starts work works is are
specialize specializes have has

- 1 The company has three subsidiaries in the Far East.
- 2 She _____ in Manchester today.
- 3 We _____ in the advertising of children's toys.
- 4 The meeting always _____ at 2.30 p.m.
- 5 She _____ for an engineering company.
- 6 They usually _____ work at about 7.00 a.m.
- 7 I _____ one office in Paris and another in Buenos Aires.
- 8 He's a lawyer. He _____ in company law.
- 9 Most of our competitors _____ in Europe.
- 10 I _____ in sales.

2 Choose the correct words or phrases in *italics*, then match the questions to answers 1–10 in 1.

- a What *do / does* you specialize in? 3
- b Who *do / does* your wife work for? _____
- c *Have you / Do you have* an office in Paris? _____
- d Where *be / is* she? _____
- e What *do / does* you do? _____
- f Who *do be / are* your competitors? _____
- g Where *has / does* the company have subsidiaries? _____
- h When do they *start / starts* work? _____
- i What time *do / does* the meeting start? _____
- j What *is / does* he do? _____

3 Complete the missing words. The last letter of each word is given.

- 1 A Is your Head Office in London?
B No, our company isn't British. It's American.
- 2 I'm sorry, but we _____'t have a sales office in the Middle East.
- 3 What sort of products _____s your company sell?
- 4 A He _____'t work in Munich any more.
B Really. So why _____s he have a flat there?
- 5 They _____'t in the company today. They're on a business trip.
- 6 I _____'t know how many employees they have.

